



MEMORANDUM

TO : DIVISION DIRECTORS, DEPARTMENT AND PROGRAM MANAGERS  
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM : Bernadette Bernally  
Bernadette Bernally, Human Resources Director  
Department of Personnel Management

DATE : October 3, 2013

SUBJECT: MINIMUM AND PREFERRED QUALIFICATIONS

Reference is made to my memorandum dated September 26, 2013 regarding the amendments to the Navajo Nation Personnel Policies Manual (NNPPM) to be implemented on October 1, 2013.

One major change is the elimination of the equivalency clause from all class specifications. The DPM Classification and Pay Office (CPO) is currently developing a phase in plan for implementation of the amendments which will include revisions to all 650 plus class specifications to include minimum and preferred qualifications; and revisions to the Position Classification Questionnaire (PCQ) form and the Qualification Assessment form. Attached is the definition of the minimum and preferred qualifications for the programs' use.

The CPO will be scheduling meetings by division/department to determine which class specifications can be changed immediately, which will require more work and which will need to be handled on a case by case basis. These revisions will require the assistance of the Division, Department and Program Directors.

Based on the foregoing, a moratorium for 30 working days is being imposed for all classification of new positions and reclassification of existing positions. Should you have any questions, please contact me at (928) 871-6330 or the DPM Classification and Pay section at (928) 871-7419. Thank you.

XC: Reycita Toddy, HR Classification & Pay Manager. CPO  
Thomas Ranger, Division Director, DHR  
File

## Minimum and Preferred Qualifications

When establishing class specifications (job descriptions), programs must:

- 1) establish *minimum* qualifications for a position (whether a certain number of years of experience, a specific educational requirement or both) required as a baseline for qualification assessments; and
- 2) establish *preferred* qualifications for a position (whether a certain number of years of experience, a specific educational requirement or both) in seeking the best qualified candidate.

Minimum and preferred qualifications are used by the hiring supervisor to screen job applicants to determine the most qualified candidates. Some qualifications are screened during the review of applications (experience, demonstrated knowledge and ability), while other qualifications must be evaluated during the interview (ability to, knowledge of). For example, you cannot determine if someone has excellent communication skills by reviewing a piece of paper, but you can evaluate this skill during an interview.

*Minimum Requirements* are the amount and type of work experience, education, training and/or licensure you are required to have to be considered for a job. Limit the minimums to what the person absolutely must have to perform the job. *For example, if a position's minimum qualifications call for a high school diploma or a GED and you only have an 8<sup>th</sup> grade education, you do not meet the minimum requirements for the position and will not be considered for employment in the specific classification.*

*Preferred* qualifications are qualifications, in addition to the minimum qualifications, which help describe the ideal applicant. Minimally qualified applicants who also have the preferred qualifications may be given first consideration in screening and hiring for a particular vacancy.

### **Example: Case Assistant**

#### Minimum Qualifications:

- High School Diploma or GED; and two (2) years of clerical work experience involving customer service.

#### Preferred Qualifications:

- Two (2) years of work experience using Personal Computers
- Proficiency in Microsoft Software

### **Example: Administrative Assistant**

#### Minimum Qualifications:

- High School Diploma or GED; and four (4) years of increasingly responsible office/administrative experience.

#### Preferred Qualifications:

- Bachelor's degree in Business Administration, Public Administration or related field
- Excellent customer service skills
- Proficiency in Microsoft Office
- Experience with office equipment such as personal computers, scanner and fax machine